Bursary Policy
2026/27 Academic Year

Policy Title:	Bursary Policy – v17.0
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Related Policies & Procedures:	

Equality Impact Assessment Tool

Bursary Policy

		Yes/No	Comments
1	**Does the policy/guidance affect one group less or more favourably than another on the basis of:**		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	**Is there any evidence that some groups are affected differently?**	No	
3	**If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?**	N/A	
4	**Is the impact of the policy/guidance likely to be negative?**	No	
5	**If so, can the impact be avoided?**	N/A	
6	**What alternatives are there to achieving the policy/guidance without the impact?**	N/A	
7	**Can we reduce the impact by taking different action?**	N/A	

Suffolk New College

Bursary Policy

This document sets out the College's policy on the calculation of and eligibility for bursaries. The scheme is designed to support as many learners as possible in a fair and equal manner.

This policy is valid for the 2026/27 academic year.

What is a bursary?

A bursary is money to help you with costs related to your studies at college. This guide explains who can get this financial support and how to apply for it.

Who can get a bursary?

This policy applies to:

- Students aged 16-18
- Adult learners (aged 19+)
- Students on full-time or part-time courses
- Students on The Princes Trust program or 'Bootcamp' programs

Note: Apprentices are not covered by these bursary schemes.

Who can apply?

- Any learner who is not studying for an apprenticeship
- With household earnings of up to £33,000

What you can get:

- Help with course-related costs:
    - Essential trips
    - Uniform or PPE (personal protective equipment such as boots or overalls as directed by your course)
    - Necessary books
    - Kits or materials needed for class
- Help with the cost of getting to college
- Students aged 20+ can also apply for childcare assistance
- Students under 20 with children may get help through "Care 2 Learn" (see below)

Childcare Support

- **If you're under 20:** You can apply for "Care 2 Learn" - this is run by the government, not the college, but Student Support can help you apply

- **If you're 20 or over:** You can apply for childcare support through the appropriate bursary fund

Important things to know

Application deadlines

- You must apply within 8 weeks of enrolling and it is advised to do so as soon as possible.
- The bursary will be paused and reviewed in October half term to ensure that it is helping most students. If the funds allow one or more of the schemes may reopen. The only exception to this rule is the vulnerable bursary fund which is fully funded by central government

Attendance requirements

- You need to maintain excellent attendance and engagement
- The college may reduce your payments if your attendance falls below expectations

How income is calculated

We look at your household's total income, including:

- Earnings from employment
- Jobseekers allowance
- Employment & support allowance
- Universal credit
- Pensions (both state and private)
- Working tax credits
- Child tax credits
- Other regular income (such as child maintenance)

We don't count:

- Housing benefit
- Child benefit
- Disability living allowance or personal independence payments

Important: We don't consider your household bills or expenses when making decisions - only your income matters.

Whose income is counted?

- If you’re under 24 and living independently: Just your own income.
- If you're under 24 and living at home: Everyone living at your address, including your brothers and sisters (if you have any).
- If you're 24+ and living at home: Just your own income.
- If you're 19+ and living with a partner: Both your income and your partner's.

How payments work

- Most payments go directly into your own bank account (which must be in your name)
- Travel payments are paid in advance before the end of each month
- Some costs are paid directly to suppliers
- Childcare payments go directly to Ofsted registered childcare providers
- Payments are made during term-time only for the days that the student attends college

What bursaries can and can't cover

Bursaries help with costs related to attending college, like:

- Essential course materials
- Travel to college (unless already arranged with Suffolk County Council)
- Required equipment

Bursaries don't cover:

- Extra-curricular activities
- Non-essential items
- General living costs
- Travel arranged by Suffolk County Council (e.g. taxis for learners with additional needs)

If your situation changes

If your circumstances change during the year, contact the Bursary and Transportation Officer:

- Email: bursary@suffolk.ac.uk
- Phone: 01473 382750

Appeals process

You can appeal if you believe the policy hasn't been followed correctly:

1. You must explain why you think the policy wasn't followed properly
2. Send your appeal to bursaryappeal@suffolk.ac.uk
3. You'll receive a response within 28 days

If you have concerns about how your income was calculated, you can resubmit your application with the correct details.

For complaints about the policy itself, email finance@suffolk.ac.uk (allow 28 days for a response).

Please note that the eligibility rules and funding criteria are set nationally by the government, not by the college — we are required to apply them consistently in line with ESFA guidance

Note: Appeals cannot be made based on household expenses - only if the policy was not followed correctly.

Any correspondence or contact that is received following an appeal outcome will be referred back to the appeal outcome. In situations where the outcome continues to be challenged and the college's policy has been followed, then the college reserves the right not to respond and following a review of the nature and level of contact to treat it as malicious or vexatious

Need more help?

Contact Student Support for advice about bursaries or other financial support options, including charitable trust funds that might be available.